

# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

## SUBJECT: Proper Wearing of Laboratory Coats and Name Tags by USUHS Personnel

### Instruction 1020

(EHS)

#### ABSTRACT

This Instruction specifies the proper use and wear of laboratory coats at the Uniformed Services University of the Health Sciences (USUHS). This Instruction also provides guidance on the type of badges that should be worn on laboratory coats.

**A. Reissuance and Purpose.** This Instruction reissues USUHS Instruction 1020<sup>a</sup> and establishes:

1. The proper manner of wear for laboratory coats by USUHS members; and
2. How to wear name badges on laboratory coats.

**B. References.** *See Enclosure.*

**C. Applicability.** This Instruction applies to all military, civilian, and Henry M. Jackson Foundation for the Advancement of Military Medicine (HMJF) personnel located at the USUHS.

**D. Background.** Laboratory coats are an important item of protective clothing. Not only do they directly protect the worker, but, when their wear is restricted to potentially contaminated areas, they also protect co-workers, families, and the general public by reducing the chances of secondary contact with hazardous materials.

**E. Proper Wear of Laboratory Coats.**

1. Personnel will wear laboratory coats only in their work areas.
2. All personnel working with radioisotopes will wear laboratory coats as required by USUHS Instruction 6402-M<sup>b</sup>.
3. Personnel who work with or near biohazards or biohazardous chemicals will wear laboratory coats to prevent contamination or injury.
4. USUHS personnel not specifically required by safety directives to wear laboratory coats in their work areas are encouraged to wear them when working in a laboratory.
5. Personnel will not wear laboratory coats:
  - a. In the USUHS Cafeteria;
  - b. Off the USUHS Campus;
  - c. To or from home;

- d. In the Self Service Store;
- e. In USUHS administrative areas (e.g., Military Personnel Office, Civilian Personnel Office, Admissions, Office of the Dean, etc.);
- f. In the parking garage; or
- g. In areas where they could cause cross-contamination.

6. Administrative personnel who wear laboratory coats to protect their clothing from non-hazardous or non-radioactive materials (e.g., classroom chalk, copier toner, dust, and grime) may wear their laboratory coats outside of their work areas, but, the restrictions listed in E.5., above, remain in effect for all cases.

7. Since principal investigators and supervisors are directly responsible for work carried out under their direction, they may establish policies more restrictive than those stated above.

8. USUHS Instruction 4107<sup>c</sup> establishes the procedures for acquiring laboratory coats for wear at the USUHS.

**F. Name Tags.**

1. Name tags will be worn on laboratory coats by all personnel.

2. At a minimum, the name tag will indicate the individual's last name. The rank, rate, title, position, department or division, and/or degrees may be included with the last name on the badge as appropriate for the individual.

3. The name tag will be worn on the right pocket approximately 1/4" below the top edge of the pocket. The clips should be attached from the inside of the pocket or coat.

**G. Effective Date.** This Instruction is effective immediately.

James A. Zimble, M.D.  
President

Enclosure:  
References

## REFERENCES

- (a) USUHS Instruction 1020, "Wearing of Laboratory Coats and Badges by USUHS Members at the Jones Bridge Road Campus," dated November 6, 1987 (hereby cancelled)
- (b) USUHS Instruction 6402-M, "Radiation Safety Guide," dated September 12, 1989
- (c) USUHS Instruction 4107, "Linen Exchange Program," dated March 28, 1990